>>> JUMP $TART

# Jump Start
# Frederick County Business Grants
# FAQ's

1. Who is eligible for Jump Start grant?
   - Frederick County businesses that have the majority (51% or more) of their business operations located in Frederick County Maryland.
   - Eligible businesses must have a physical commercial location and must have experienced significant financial losses caused by the COVID 19 public health emergency.
   - Businesses must have been in business and making revenue prior to March 13, 2019 to show they have been a business for more than one year prior to COVID 19.
   - Both for profit or nonprofit businesses are eligible.

2. What are the grant types? There are three grants:
   - **Full-time Farmer**: Full-time farmers who have earned the majority of their gross income (51% or greater) from farming over the past 2 years.
   - **Small Business**: Businesses with physical commercial space, with 10-50 employees, full or part-time.  Businesses can be for-profit or nonprofit.
   - **Micro Business**: Businesses with 1-9 employees, including business owner.  Employees can be W-2 or 1099 employees of a for-profit or nonprofit business, including sole proprietors.  Sole Proprietors may count themselves as an employee for the purposes of this grant application.  Micro Business must have physical commercial space.

3. What can Jump Start grants be spent on?
   The grant is to be used for expenditures related to reimburse for the costs of business interruption caused by the required business closures due to the Coronavirus (COVID-19) Pandemic.

4. Who counts as an employee?
   An employee is an individual that is hired by the business and whose earned wages are reported through W-2 or 1099 reporting.  Employees may be full time or part time.  Sole proprietors who own the business may count themselves as an employee.

5. What qualifies as significant loss of revenue?
   Significant revenue loss, is defined as the decline in sales revenues compared to last year. If your business is awarded a grant and your business is audited, you must be able to demonstrate through the submission of tax returns what the business gross income was on April, 2019 compared to April, 2020.

6.  Are faith-based organizations eligible?
    Yes, assuming they are a nonprofit and meet all other eligibility requirements described in Question 1 above

7.  Will sole proprietors who do not have employees be eligible?
    Yes, sole proprietors who meet all other eligibility requirements described in Question 1 above can count themselves as an employee and can apply for the Micro Business Grant.

8.  Will Small/ Micro businesses and Fulltime farmers that are receiving other loans and grants be eligible for this grant program?
    Yes. Businesses who have qualified for other COVID 19 assistance will not be disqualified from these grants.

9.  Can you have multiple farm locations for the Full-Time farmer grant?
    Yes, the farm locations must be in Frederick County.  For the application, you will be asked to include information on all of your farm operations in Frederick County. After you add your primary information on your farm, you will need to click Save and add information on additional farm properties you have in Frederick County.

10. What businesses are considered ineligible?
    National retail chains and restaurants and homebased businesses are not eligible for the grants. For resources and programs to assist your business, visit http://www.discoverfrederickmd.com/covid-19.

11. Are locally owned franchises of national chains eligible?
    Yes, if the franchise is locally owned and controlled and has 2 or less locations in Frederick County, they are eligible for this program.

12. My business operation is NOT registered with the State of Maryland, but I pay my taxes every year, will I be able to apply for this grant?
    Businesses that are considered a sole proprietor would have to meet all other eligibility requirements described in Question 1 above if you are awarded a grant you are subject to an audit. If audited you would need to submit Schedule C of tax returns for 2019 and 2020.

13.  Are all nonprofits eligible for assistance?
    All nonprofits that meet all other eligibility requirements described in Question 1 above are eligible to apply.

14. How will the County support contractors that lost income due to job cancellation?
    Businesses that are considered sole proprietorships and that meet all other eligibility requirements described in Question 1 above are eligible to apply.  If audited you would need to submit Schedule C of tax returns from 2019 and 2020.

15. Will a business be able to receive both Federal and State, in addition to County relief?
    We recognize the economic dilemma facing many of those in the County's business community. We encourage all companies and nonprofit organizations to apply for the array of Federal and State financial assistance programs for which you are eligible. These programs seem to be changing rapidly, so please check the appropriate websites frequently. A list of Federal and State

programs can be found at DiscoverFrederickMD.com Covid-19 Resources for the Business Financial Tool. Your application for, or receipt of, federal or state funds does not disqualify you from receiving County funds, although funds should not be used for the same purposes.

16. Are there any restrictions for my industry?
There are no restrictions on industries, any business can apply as long as they meet all the other grant requirements.

17. Will you need a computer to submit the application?
Yes, you will need access to a computer since the application is only available online.

18. Can I mail my application in or drop it off somewhere?
Applications will only be accepted via online submission.

19. What is the deadline for these grants? June 5, 2020 at 11:59pm is the closing of all of the Jump Start.

20. Will the application be available in multiple languages?
The application will be available in English. Google translate may assist with different languages. We do have a Spanish speaking staff person to assist if needed. If you have any questions or need assistance please email info@DiscoverFrederickMD.gov and a staff person will try to assist in a timely manner.

21. What supporting documents do I need to submit?
You will not need to attach any documents to your application to make it complete. We are asking that before you apply for these grants you make sure your business is in good standing with SDAT at Business Standing Search (www.egov.maryland.gov/BusinessExpress/EntitySearch/Search)
We also will have you affirm that if your business is awarded a grant, your business is subject to an audit. If the business is audited, at that time supporting tax documents, bank statements or other financial statements that substantiate the information submitted on the application and demonstrate financial loss due to the public health emergency will be required. Examples of the documents could include but are not limited to the following:
A. Articles of Incorporation/Articles of Organization (Not Applicable for Sole Proprietors)
B. Current year tax return
C. Interim financials: (quarterly/monthly) Profit and Loss or sales tax filings for 2019 and 2020
D. Previous year's tax returns
E. Schedule C of personal tax returns for sole proprietors:

22. Will I get confirmation that my application has been received?
Yes, once your application is successfully submitted you will receive a confirmation email.

23. How long will this process take; when can I expect to get the money?
Applications will be approved as quickly as possible after June 5, 2020 at 11:59pm and a determination is made that your business has incurred a significant financial loss. This is a two-step process: 1) submit the applicantion and if awarded, 2) the recipient of a grant will be notified by email provided on the application and will be sent a Grant Agreement and Request for Disbursement form to be signed by the applicant. The applicant will have 5 days to email the Grant Agreement and Request for Disbursement or forfeit the grant.

24. How will I get the money?
    Electronic payments will be made through the County's on-line ACH bank payments. The recipient of a grant will be notified by email provided on the application and will be sent a Grant Contract Agreement and Request for Disbursement form to be signed by the applicant. The applicant will have 5 days to email the Grant Contract Agreement and Request for Disbursement or forfeit the grant.

25. How can I check on status of application(s)?
    You will received an award notification if your application is approved.   Please review timeline below in question number 35.

26. Will my information be kept confidential?
    Financial information is kept confidential. **The names of any business that receives a grant, and the dollar amount of the grant received, are public information.**

27. What is the maximum amount for each grant?
    The maximum amount for the grant categories are:
    Micro Business Grants: $3,300
    Fulltime Farm Grants: $6,000
     Small Business Grants: $10,000

28. Will I need to pay the money back?
    This is a grant, not a loan, so you will not need to pay it back as long as you comply with all of the terms and conditions of the Grant Contract Agreement.

29. Is this grant considered taxable income to me or my business?
    Frederick County Government cannot provide tax advice and recommends that you consult with a tax professional.  However, it is possible that relief grant funds may be reported as taxable income to the businesses.  If awarded, the recipient will receive a form 1099-G from Frederick County Government for the tax year 2020.

30. Is this a one-time payment?
    Yes.

31. What are the priorities for this funding?
    Frederick County Government seeks to provide limited financial relief to locally owned and controlled businesses that have been impacted by the COVID 19 public health emergency. Frederick County has given priorities to fulltime farmers and small businesses.  Both for profit and nonprofit businesses with commercial locations within Frederick County are priorities.  No priority will be given but Frederick County hopes main street businesses, "mom & pop shops', minority, women and veteran owned businesses will apply. To assist Spanish speaking applicants, there is a specially assigned staff person to reduce a Spanish language barrier.

32. What restrictions will be placed on the funds granted?
    The grant is to be used for expenditures related to reimburse for the costs of business interruption caused by the required business closures due to the Coronavirus (COVID-19) Pandemic.

33. If I have additional questions who can I contact?

Any additional questions should be emailed to the following:
For general questions about eligibility, grant applications and Spanish language assistance:
Info@DiscoverFrederickMD.com

34. What other steps do I need to take to access a grant after filing application?
    Here is the Timeline for this grant program:

- May 28, 2020 - 7:00am grants open and close June 5, 2020 at 11:59pm.
- The recipient will be sent a Grant Agreement and Request for Disbursement form to be signed by the applicant. The applicant will have 5 days to email the Grant Agreement and Request for Disbursement or forfeit the grant.
- A lottery system may need to be used if there are more qualified applications than we have grant awards.  Random numbers will be selected electronically and matched to eligible grants.
- If Grant Agreement forms and Request for Disbursement Forms are not returned in 5 days, additional lottery may be required to award all grant funding.
- The grants dashboard will be available at:  **FrederickCountyMD.gov/JumpStart** and a list of grants and grantees will be made available.